

Meeting Agenda

Cheyenne, Kimball and Banner Counties
Extension Board

Executive Committee

Date: Tuesday, February 6, 2024
Location: **Zoom** (see below)
Time: 7:00 p.m.

1. Call meeting to order
2. Consent Agenda (approval of bills/claims)
Information is to be sent to members prior to the meeting. Approval of consent agenda authorizes payment of bills and claims.
ACTION ITEM: Approve consent agenda
3. Issues and concerns (no formal action is authorized without full Board approval)
4. Staff Updates
5. Lead Educator Updates - Kimball-Banner Co. (Aaron Berger), Cheyenne Co. (Karen DeBoer)
6. Adjourn

Meeting Schedule

Tuesday, March 7, 2024	7:00 p.m.	Conference Call - Officers (Zoom)
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Join Zoom Meeting

One tap mobile: US: [+16694449171](tel:+16694449171), [99674104503#](tel:+16699006833) or [+16699006833](tel:+16699006833), [99674104503#](tel:+16699006833)

Meeting URL: <https://unl.zoom.us/j/99674104503>

Meeting ID: 996 7410 4503

Join by Telephone

For higher quality, dial a number based on your current location.

Dial: +1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 719 359 4580 US

Cheyenne, Kimball, and Banner Counties Extension Board

Meeting Minutes | Date 1-9-24 | Location Kimball County Annex

Board members present: Kip Miller, President; Don Lease, Vice-President; Sarah Lewis, Secretary-Treasurer; Lezah Saunders; Justin Perry; Lindsay Forepaugh; Jim Stauffer; Lynn Holbrook; Susan Narje, J.R. West

Board members absent:

Staff present: Jamie Bright, Aaron Berger, Nathan Rice, Karen DeBoer

Staff members absent: Jamie, Nathan

Guests present:

_____ Kip Miller _____ called the meeting to order at _____ 6:37 _____

Consent Agenda: ___ Lezah _____ moved to approve the consent agenda. ___ Lynn _____ seconded. Roll call vote. **Motion passed.**

Reports:

President's report

~NACEB extension in the legislature. The registration fee is \$40 and can be reimbursed

~Vote on re-electing Elaine Pile Roll call vote passed 7-0

~Introduce new board member J.R. from Banner County

Unfinished business: (All action items require a roll call vote)

~Don and Susan have resigned and we need to replace them with one from Cheyenne County and one from Banner County

New business: (All action items require a roll call vote)

~Continue meeting the first Tuesday of the month at 6:30

~Executive meetings will be held on Tuesday at 7:00. The Next one will be February 6th.

~Election of officers Kip will continue to be president, Sarah will remain secretary, and J.R. will move into the vice president role. Justin moved and Lezah seconded the motion passing 7-0

~Lezah moved to pass the computer bundle for Karen J.R. seconded motion carried 7-0

Program Discussion/Staff Updates:

Jamie Bright: Attached is Jamie's Report

Aaron Berger:

People are more and more receptive to online Zoom training. This fall they offered Knowing, Growing, and Grazing Grass. He also did a six-week course on calculating cow cost. A summary of the needs assessment is attached. This spring planning producer training on things like remote cameras, carbon credits, and drones. Calving workshop in January.

Lead Educator Updates:

Karen DeBoer: Extension board training is available in January. Email will be sent for feedback on educators and programming. The Office Manager position was interviewed and both declined. The assistant position closes on the 19th but there are no applicants. The 4-H educator position closed yesterday.

Next meeting: Tuesday February 6th at 7:00

The meeting was adjourned at 7:31.

**Kimball & Banner Counties
January 2024**

Category	Payment To	Description	Kimball	Banner	Total
Salaries	1-0305 Office Manager		\$ 1,794.00	\$ 897.00	\$ 2,691.00
	1-0405 Part Time Salary		\$ 175.33	\$ 87.67	\$ 263.00
	1-0500 Overtime - Office Manager		\$ -	\$ -	\$ -
	1-0803 Group Health		\$ -	\$ -	\$ -
	1-0900 Retirement		\$ 121.10	\$ 60.55	\$ 181.65
	1-1000 Social Security		\$ 150.65	\$ 75.33	\$ 225.98
	1-1300 Extension Assistant		\$ -	\$ -	\$ -
			<u>\$ 2,241.09</u>	<u>\$ 1,120.54</u>	<u>\$ 3,361.83</u>
Postal Services: 2-0100					
	Postage		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Telephone Services: 2-0200					
	Century Link	Monthly Telephone	\$ 136.36	\$ 68.18	\$ 204.54
			\$ -	\$ -	\$ -
			<u>\$ 136.36</u>	<u>\$ 68.18</u>	<u>\$ 204.54</u>
Computer Tech Support: 2-1101					
	Internet-UNL (Lumen)		\$ 87.95	\$ 43.98	\$ 131.93
			<u>\$ 87.95</u>	<u>\$ 43.98</u>	<u>\$ 131.93</u>
Printing and Publishing: 2-1012					
	Western Nebraska Observer		\$ -	\$ -	\$ -
	Star Herald		\$ -	\$ -	\$ -
	Sidney Sun Telegraph		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Educators Travel - Mileage: 2-1704					
	Aaron Berger		\$ -	\$ -	\$ -
	Karen DeBoer		\$ -	\$ -	\$ -
	Jennifer Coleman		\$ -	\$ -	\$ -
	Lynn McKinney		\$ -	\$ -	\$ -
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
	Nathan Rice		\$ -	\$ -	\$ -
	Hotel		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Board Dues 2-1751					
	NACEB Dues		\$ -	\$ -	\$ -
	Conference Dues		\$ -	\$ -	\$ -
	Western Nebraska Observer	Yearly Subscription	\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Supplies: 3-0101					
	Misc		\$ -	\$ -	\$ -
	Money Wise		\$ -	\$ -	\$ -
	Jennifer Coleman	Office Supplies	\$ -	\$ -	\$ -
	Nathan	Office Supplies	\$ -	\$ -	\$ -
	Connecting Point	Color copies	\$ 43.03	\$ 21.52	\$ 64.55
			<u>\$ 43.03</u>	<u>\$ 21.52</u>	<u>\$ 64.55</u>
Equipment Rental: 4-0200					
	Connecting Point	Maintenance Agreement	\$ 28.67	\$ 14.33	\$ 43.00
	Great American Leasing	Copier Rental	\$ 90.00	\$ 45.00	\$ 135.00
			<u>\$ 118.67</u>	<u>\$ 59.33</u>	<u>\$ 178.00</u>
Equipment: 5-0500					
	Jennifer Coleman		\$ -	\$ -	\$ -
	Nathan Rice		\$ -	\$ -	\$ -
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Data Processing Equipment: 5-0502					
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Spent This Month			<u>\$ 2,627.10</u>	<u>\$ 1,313.55</u>	<u>\$ 3,940.65</u>

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January 2024 Kimball-Banner Counties

Code #	Item	2023-2024		Year to		Unspent Balance	
		Kimball/Banner Joint Budget	Spent-Joint Kimball/Banner This Month	Date Spent	Kimball/Banner Joint Budget		
Personnel							
1 0305	Full-Time Salaries - Clerical	\$ 35,490.00	\$ 2,691.00	\$ 19,929.00	\$	15,561.00	
1-0405	Part-Time Salaries - Clerical	\$ 2,500.00	\$ 263.00	\$ 984.50	\$	1,515.50	
1 0500	Overtime	\$ -	\$ -	\$ -	\$	-	
1-0803	Group Health	\$ -	\$ -	\$ -	\$	-	
1-0900	Retirement	\$ 2,396.00	\$ 181.85	\$ 1,345.27	\$	1,050.73	
1-1000	Social Security	\$ 2,715.00	\$ 225.98	\$ 1,701.37	\$	1,013.63	
1-1300	4-H Assistant - Cost Share	\$ -	\$ -	\$ -	\$	-	
Total Personnel		\$ 43,101.00	\$ 3,361.63	\$ 23,960.14	\$	19,140.86	
Operating Expenses							
2 0100	Postal Service	\$ 100.00	\$ -	\$ 8.11	\$	91.89	
2 0200	Telephone Service	\$ 3,200.00	\$ 204.54	\$ 1,404.80	\$	1,795.20	
2-1101	Internet	\$ 1,600.00	\$ 131.93	\$ 923.51	\$	676.49	
2-1012	Printing and Publishing	\$ -	\$ -	\$ -	\$	-	
2 1704	Educators Travel-Mileage	\$ 6,000.00	\$ -	\$ 3,424.99	\$	2,575.01	
2 1751	Dues, Subscr, Registr & Training	\$ 300.00	\$ -	\$ 95.00	\$	205.00	
Total Operating Expense		\$ 11,200.00	\$ 336.47	\$ 5,856.41	\$	5,343.59	
Supplies							
3 0101	Supplies	\$ 2,000.00	\$ 64.55	\$ 485.29	\$	1,514.71	
Total Supplies		\$ 2,000.00	\$ 64.55	\$ 485.29	\$	1,514.71	
Equipment Rental							
4 0200	Equipment Rental	\$ 2,200.00	\$ 178.00	\$ 1,235.96	\$	964.04	
Total Equipment Rental		\$ 2,200.00	\$ 178.00	\$ 1,235.96	\$	964.04	
Capital Outlay							
5-0500	Equipment	\$ 700.00	\$ -	\$ -	\$	700.00	
5-0502	Data Processing Equip	\$ 2,800.00	\$ -	\$ -	\$	2,800.00	
Total Capital Outlay		\$ 3,500.00	\$ -	\$ -	\$	3,500.00	
Total Expenditures		\$ 62,001.00	\$ 3,940.65	\$ 31,537.80	\$	30,463.20	

University of Nebraska - Lincoln Extension: Cheyenne County

January 2024

Category	Payment To	Description	Amount	Sub Totals
Salaries	1-0305 Office Manager - Lynn McKinney	wages		
	1-1300 Longevity Pay - Office Manager			
	1-0500 Overtime - Office Manager			
	1-0405 Part Time Salary			
	1-0410 State/Local Employee 4-H			
	2-2500 Extension Assistant			
				\$ -
Postal Services: 2-0100				
				\$ -
Telephone Services: 2-0200				
	UNL IS Communications Center	Conference Call		
	Century Link	Monthly Bill		\$ 271.14
	Century Link	Monthly Bill		
				\$ -
Internet: 2-0205				
				\$ -
Staff Mileage Allowance: 2-1704				
	Karen DeBoer	Expenses		
	Jamie Bright	Expenses	\$ 347.15	
		Expenses		
				\$ 347.15
Dues, Publications & Subscriptions: 2-1751				
				\$ -
Training: 2-1771				
				\$ -
Office Supplies: 3-0101				
	Culligan	Water & Water Cooler	\$ 26.95	
	Ward Laboratories	Freight for feed bags	\$ 8.58	
				\$ 35.53
Equipment - Office: 4-0200				
	Hometown Leasing	Monthly lease		\$ 358.93

\$ -

Data Processing Equipment/Supplies: 5-0502

\$ -

Total Spent This Month

\$ 1,012.75

January 2024

Code #	Item	2022-2023 Budget	Spent This Month	Total Spent to Date	Unspent Balance
Personnel					
1 0305	Office Manager	\$ 57,000.00		\$ 21,640.00	\$ 35,360.00
1 1300	Longevity Pay	\$ 2,400.00		\$ 2,332.20	\$ 67.80
1 0500	Overtime	\$ 1,200.00		\$ 1,023.75	\$ 176.25
1 0410	State/Local Employee 4-H			\$ -	\$ -
1 0405	Part Time Clerical Salary			\$ -	\$ -
Total Personnel		\$ 60,600.00	\$ -	\$ 24,995.95	\$ 35,604.05
Operating Expenses					
				\$ -	
2 0100	Postal Service	\$ 600.00		\$ -	\$ 600.00
2 0200	Telephone Service	\$ 3,300.00	\$ 271.14	\$ 1,633.94	\$ 1,666.06
2 0205	Internet	\$ 1,200.00		\$ -	\$ 1,200.00
2 1704	Staff Mileage Allowance	\$ 8,000.00	\$ 347.15	\$ 4,607.63	\$ 3,392.37
2 1751	Pubs & Subscriptions	\$ 150.00		\$ 50.00	\$ 100.00
2 1771	Training	\$ 200.00		\$ -	\$ 200.00
Total Operating Expense		\$ 13,450.00	\$ 618.29	\$ 6,291.57	\$ 7,158.43
Supplies					
3 0101	Office Supplies	\$ 3,000.00	\$ 35.53	\$ 368.88	\$ 2,631.12
Total Supplies		\$ 3,000.00	\$ 35.53	\$ 368.88	\$ 2,631.12
Equipment Rental					
4 0200	Equipment-Office	\$ 6,500.00	\$ 358.93	\$ 1,514.92	\$ 4,985.08
Total Equipment Rental		\$ 6,500.00	\$ 358.93	\$ 1,514.92	\$ 4,985.08
Capital Outlay					
5 0502	Data Processing Equip	\$ 3,000.00		\$ -	\$ 3,000.00
Total Capital Outlay		\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Total Expenditures		\$ 86,550.00	\$ 1,012.75	\$ 33,171.32	\$ 53,378.68

**Jamie Bright – Rural Prosperity Nebraska Extension Educator
January 2024**

Upcoming Events

- ❖ Maternity Leave – tentatively March 4-May 29 (will be working May 1-2)
- ❖ Connecting Entrepreneurial Communities Conference – May 1-2, 2024 in Sidney
<https://ruralprosperityne.unl.edu/connecting-entrepreneurial-communities-2024-sidney>

Regional/Statewide/General

- ❖ Community Leadership Development team lead for RPN
- ❖ Panhandle Career Connections planning meetings – on the leadership team
- ❖ Connecting Entrepreneurial Communities Conference planning ***this is taking most of my time**
- ❖ Hiring Committees for Rural Prosperity Nebraska position in northern Panhandle and Food Nutrition Health position in southern Panhandle
- ❖ Rural Rendezvous – lined up session on Rural Poll, planning out sessions for rest of year
- ❖ Panhandle Partnership membership meeting
- ❖ Nebraska LEAD program – wrote blog post for the international study travel seminar
- ❖ Western Nebraska Economic Development
- ❖ Meeting with Civic Nebraska about leadership programs
- ❖ Nebraska EDEN (Extension Disaster Education Network)
- ❖ Panhandle Planning Workshop – professional development and networking
- ❖ Rural Fellows discussion
- ❖ Sent out information to contacts on grant technical assistance, broadband, drone classes, Midwest Assistance Program, community engagement, civil engineering assistance

Cheyenne County

- ❖ E3 (Energizing Entrepreneurial Ecosystems)
- ❖ Cheyenne County Rotary
- ❖ Sidney Creative District
- ❖ Lodgepole Long Range Planning meeting
- ❖ Elevate: Community Conversations planning

Deuel County

- ❖ No current projects – please let me know how I can help!

Garden County

- ❖ Oshkosh Creative District

Keith-Arthur Counties

- ❖ E3 (Energizing Entrepreneurial Ecosystems) – Keith County

Kimball-Banner Counties

- ❖ Communities 4 Kids – childcare project

Morrill County

- ❖ No current projects – please let me know how I can help!

Scotts Bluff County

- ❖ Scottsbluff Creative District
- ❖ Double Up Food Bucks program – working with Fresh Foods in Gering
- ❖ Working on COAD (Community Organizations Active in Disasters) with Region 22